



FERMILAB RADIONUCLIDE ANALYSIS FACILITY SAMPLE CHAIN-OF-CUSTODY RECORD

Project Name		Group/Section		REASON FOR ANALYSIS: <input type="checkbox"/> Waste Characterization <input type="checkbox"/> Environmental Sample <input type="checkbox"/> Other _____		Procedure #		ANALYSIS TYPE (See codes on back)					Work Request #	
Sampler (print & sign)						NUMBER, SIZE, AND TYPE OF CONTAINERS (i.e., 1 - 125 ml poly)							SAMPLE MEDIA DESCRIPTION OR REMARKS	
SAMPLE I.D. #		DATE	TIME	GRAB	COMP	LOCATION								
RELINQUISHED BY: (Signature)		DATE		TIME		RECEIVED BY: (Signature)					RAF USE		RAF REMARKS (LotNum, Vendor, etc.)	
											<input type="checkbox"/> Analysis <input type="checkbox"/> Shipment			
											<input type="checkbox"/> Analysis <input type="checkbox"/> Shipment			
											<input type="checkbox"/> Analysis <input type="checkbox"/> Shipment			
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											<input type="checkbox"/> Analysis <input type="checkbox"/> Shipment			
											<input type="checkbox"/> Analysis <input type="checkbox"/> Shipment			

**INSTRUCTIONS FOR COMPLETION OF THE
CHAIN-OF-CUSTODY RECORD**

The following describes the required information for each section of the Chain-of-Custody.

1. **Project Name:** The name of the project for which the samples were taken.
2. **Group/Section:** Record the group/section of the individuals doing the sampling.
3. **Sampler (print & sign):** Record the name of the individual who physically collected the sample and initiated the chain-of-custody. Print and sign name.
4. **Reason for Analysis:** Check the box that shows why the sample(s) is/are being submitted for analysis.
5. **Procedure #:** Record the procedure used in the collection of the sample(s). Any deviation from the recorded procedure must be written in the remarks section.
6. **Work Request #:** Write the number from the RAF Work Request form here. If the sample is for off-site vendor analysis leave it blank.
7. **Sample ID #:** Indicate the ID number(s) of physical sample(s) according to the following format:

14	01	15	AB	03
			↓	↓
		↓		SAMPLE NUMBER (FOR THAT DAY)
↓	↓		SAMPLER'S INITIALS	
	MONTH	DAY		
YEAR				

8. **Date:** Record the sample collection date (dd/mm/yy).
9. **Time:** Record the sample collection time in 24-hour format (hhmm).

10. **Sample Collection Type:** Indicate by checking the appropriate box whether the sample was collected as grab or was composited.
11. **Location:** Identify the specific location with standardized nomenclature from which the sample was taken.
12. **Number, Size, and Type of Containers:** Indicate the total number, volume, and composition of the containers used for each respective sample ID number.
13. **Analysis Type:** Using standardized RAF nomenclature, indicate the parameters that will be analyzed for each respective sample. Also indicate any sample splits.
14. **Sample Media Description or Remarks:** Identify the sample medium, preservatives added, and any additional comments about the sample.
15. **Relinquished By:** Record the signature of the individual who is relinquishing possession and custody of the sample(s). The first signature will be that of the sampler.
16. **Date:** Record the date the sample was relinquished (mm/dd/yy).
17. **Time:** Record the time, in 24-hour format (hhmm), the sample was relinquished.
18. **Received By:** Record the signature of the person accepting possession and custody of the sample(s).

ANALYSIS TYPES

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|-------------------------------|--|
| 1 - All Accelerator Produced | 5 - Gross Alpha and Gross Beta |
| 2 - H-3 | 6 - H-3, Be-7, Na-22, Mn-54, Co-60, and Ca-45 |
| 3 - H-3 and Na-22 | 7 - Special (Radionuclides for analysis will be listed in remarks section) |
| 4 - Ca by chemical separation | |

NOTE: The Chain-of-Custody is a legal document and must be filled out as completely and as accurately as possible at the time of sampling.